

Job Description

General Medical Acute Physician

Department of Medicine

Position Title:	General Medical Physician
Organisation Unit:	Department of Medicine, Directorate of Medical & Elder Services
Location:	Whangārei Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	General Manager & Clinical Director Medicine, Directorate of Medical & Elder Services, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> To provide general medical care both inpatients and outpatients for the medical service in Northland To provide clinical service and direction in a subspecialty area

Functional Relationships

The General Medical Physician will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> Clinical Head of Department (CHOD) Other physicians Clinical Nurse managers and other senior nurses of the medical service Senior Medical staff employed by Te Whatu Ora Te Tai Tokerau Registrars and House Officers Chief Medical Officer General Manager Regional Hospital services Other Whangārei Hospital services 	<ul style="list-style-type: none"> Patients and whānau (family) GPs Tertiary specialists and referral hospitals Relevant community agencies

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of General Medical Physician encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- In collaboration with other physicians to provide inpatient and outpatient general medical services for Northland, including acute 24-hour care and follow-up patient management
- In collaboration with the CHOD and other physicians
- In consultation with Clinical Director and CHOD ensure that knowledge and skills development is ongoing and up to date with current trends
- In conjunction with CHOD, CD and General Manager (GM), contribute to the successful management and service planning and development of the medical service of Northland
- Telehealth
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training
In collaboration with other physicians to provide inpatient and outpatient general medical services for Northland, including acute 24-hour care and follow-up patient management	<ul style="list-style-type: none"> • Participate in on call roster, attending urgent admissions at Whangārei Hospital as required • Be available for telephone consultation from GPs, other hospitals, junior medical staff and other services, during both normal hours of work and while on call. • Perform regular ward rounds when on call (daily on weekends and public holidays) • Discuss patients with multi-disciplinary team and refer patients to tertiary services as appropriate • Perform regular routine ward rounds with junior medical staff and the multi-disciplinary team of the ward reviewing the progress, management and discharge plans of inpatients admitted under your care. • Be available to discuss and/or see patients as required at other times. • Attend to referrals from other wards/services as necessary. • Participate in multi-disciplinary ward team meetings to establish goals, review progress, management and develop discharge plans. • Ensure handover of information regarding patients of concern to on-call medical team. • Delegate tasks and responsibilities to junior doctors as appropriate to their level of skill and supervise their work. • Perform regular outpatient clinics at hospital sites around Northland.
In collaboration with the CHOD and other physicians	<ul style="list-style-type: none"> • Liaise regularly with tertiary referral services regarding aspects of patient care and for education purposes. • Accept outpatient referrals for new and follow-up patients, as part of the outpatient service for Northland Health. • Provide regional visiting service to other peripheral sites, seeing outpatients and inpatient referrals. • To set and maintain high quality standards of care for inpatient and outpatient care. • Ensure all documentation and processes are clear and meet the regulations of Northland Health.

Key Responsibility Area	Expected Outcomes
<p>In consultation with Clinical Director (CD) and CHOD ensure that knowledge and skills development is ongoing and up to date with current trends</p>	<ul style="list-style-type: none"> • Develop and maintain personal professional practice in accordance with RACP Maintenance of professional standards, legislative requirements, policies and guidelines (or equivalent). • Peer group supervision/networking is undertaken on a regular basis. • Participate in the provision of supervision and training for the Registrars and House surgeons, nursing staff and allied health professionals in the Inpatient and Outpatient services, community groups and agencies. • Be involved in performance management which reflects the current environment, and which is reviewed at least once annually. • In accordance with Service delivery priorities develop special area of expertise consistent with own professional discipline and interests, and thereby act as a resource person for the Service.
<p>In conjunction with CHOD, CD and General Manager (GM), contribute to the successful management and service planning and development of the medical service of Northland</p>	<ul style="list-style-type: none"> • Develop liaison with tertiary referral hospital and tertiary specialists. • Contribute to the planning and provision of Medical Service in Northland. • Attend planning or management meetings as requested. • Prepare reports as required. • Provide direction, both written and verbal, to ensure safe management and where necessary, develop written guidelines.
<p>Telehealth</p>	<ul style="list-style-type: none"> • It is the expectation of this organisation that SMO's are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
<p>Privacy and Confidentiality</p>	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Primary medical qualification eligible for full registration with the Medical Council of New Zealand (conditional or temporary registration may be acceptable under certain circumstances)• Specialist post-graduate qualification eligible for registration on the Vocational register with the Medical Council of New Zealand. This qualification must be in the general field of internal medicine (FRACP) (recognisable other specialist qualifications may be acceptable in certain situations).• Current Driver's License – valid for New Zealand• Qualify to undergo "Maintenance of Profession Standards" requirements of the RACP	<ul style="list-style-type: none">•

Experience

Essential	Desirable
<ul style="list-style-type: none">• Specialist post-graduate qualification eligible for registration on the Vocational register with the Medical Council of New Zealand. This qualification must be in the general field of internal medicine (FRACP) (recognisable other specialist qualifications may be acceptable in certain situations).	<ul style="list-style-type: none">•

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Developed interpersonal skills• Excellent written and verbal communications skills• Ability to balance competing priorities• Good time management skills• A high standard of written and oral communication• Ability to initiate and facilitate open communication

Personal Attributes
<ul style="list-style-type: none">• Ability to be flexible, versatile and open to change• Must be a team player• Ability to work in a multidisciplinary team• A high standard of personal presentation• The ability to work autonomously and harmoniously within a multi-disciplinary team.• Diplomatic and approachable

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by:

Signature:

Date:

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title

Signature of
employee:

Date: